



Administrative Policies and Procedures: 18.21 DOE

Subject:	Individual Program Plan Manual
Authority:	TCA 37-5-105, 37-5-106
Standards:	ACA: 6156, 6160, 6161-6163, 7134-7138, 9334, 9399, 9340, 9342, 9244, 9375, 9387, 9390, 9391, 9400
Application:	To All Department of Children's Services Employees

Policy Statement:

The Individual Program Plan Manual shall be the procedure for evaluating, classifying, and preparing the individualized program for the treatment of youth in the Department of Children's Services.

Purpose:

To ensure that an Individual Program Plan manual is created and maintained that provides instructions for evaluating, classifying and preparing individual program plans for youth.

Procedures:

- A. The operational procedures outlined in the IPP Manual shall be implemented by Department of Children's Services Managers and their designee(s).
- B. The IPP Manual shall be made available-to all staff involved with classification and program planning.
 1. The department head of each respective program area shall provide his/her employees with a copy, or access to a copy, of the current manual.
 2. One copy of the current IPP Manual will be placed and maintained in each program unit's manual of operations.
 3. Training in the use of the manual shall be included in (pre-service and in-service training for treatment program employees).
- C. The IPP Manual shall be reviewed at least annually by the Commissioner of Children's Services or designee.

Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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(Note: This policy cannot be revised without prior permission of Chancery Court, Davidson County, Nashville, Tennessee.)